



JOB TITLE: Vehicle Operator (Non - CDL) – Transportation (Part-Time)

DEPARTMENT: Transportation Department

LOCATION: 2160 Old Selma Road

NORMAL WORKING HOURS: Monday – Friday, Routes and Hour vary/flexible

REPORTS TO: Transportation Manager

POSITIONS SUPERVISED: None

TAC (The Abilities Connection) employs, connects and cares for people with disabilities in community settings of their choice. By leading the field in delivering quality work experience, skill training, and life shaping experiences to adults with disabilities in order to exceed customer and stakeholder expectations and create a positive impact in our community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates TAC Industries Habilitation bus/van to transport assigned riders. May also assist as a Transportation Aide.
2. Operates hydraulic lift (to assist those in wheelchairs on and off the van), wheelchair securement systems and safety seats as needed.
3. Assigns general seating for safety purposes.
4. Maintains discipline on the van.
5. Renders first aid/CPR to injured and/or seizure stricken Individuals as needed.
6. Responsible for daily installation and operation of 2-way radio or telephone.
7. Performs daily visual checks on assigned vehicle to ensure proper operation of vehicle and safety equipment, e.g., tires, signals, lights.
8. Reports the need for routine maintenance and repair of the vehicle.
9. Follows all motor vehicle laws.
10. Washes and cleans assigned vehicle at least once per month and as needed.
11. Prepares and maintains required records and reports, e.g., route sheets, attendance sheets, mileage logs, fuel logs, maintenance and repair requests, pre-trip forms.
12. Receives and cares for written messages, medication and other personal items for riders/parents/guardians.
13. Responsible for locked medication boxes.
14. Ensures records and route book are kept confidential.
15. Attends departmental meetings and In-Service training sessions as required.
16. Performs other related duties as required, to include but not limited to: serving on committees, assisting and informing Team Leader RSA's of their duties as required.
17. Any additional items

QUALIFICATIONS / REQUIREMENTS:

1. Negative Results of a Two-Step Mantoux TB Test and DOT Drug Screening.
2. Satisfactory Results of Local and State Records Background Check.
3. Valid State Driver's License with no more than 6 points on Abstract Driver Record
4. Satisfactory DOT physical examination, including work related lifting test after offer of hire
5. Ability to handle physical and emotional riders
6. Ability to communicate effectively
7. Ability to recognize unusual or threatening conditions and take appropriate actions
8. Ability to lift up to 45 pounds

EDUCATION/TRAINING/EXPERIENCE:

1. High School Diploma/GED Required

POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, AND LICENSURE:

Orientation, Aegis and CPR/First Aid Training, Passenger Assistance, Defensive Driving, and all other Position Required Training

RELATED FUNCTIONS:

1. Maintains confidentiality
2. Maintains the chain of command
3. Demonstrates and maintains regular attendance per work schedule and TAC Attendance Practices
4. Is aware of and adheres to personnel manual and department rules and regulations
5. Provides accurate and timely records as required by the position